

r Force Security Assistance Cent

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AFSA



U.S. AIR FORCE

Logistics Applications - Online Requisitioning (A01 & Mass) Tutorial

**AFSAC Schoolhouse
DSN 986-0722
(937) 656-0722
9/2/16**

Integrity □ Service □ Excellence



Description Online Requisitioning



AFSA

- **Two ways to do Online Requisitioning**
 - A01 Requisitioning
 - Mass Online Requisitioning (file upload)
- **Tools provide basic Online Requisitioning functions over the web to USAF and International Partners around the world**



AFSAC Online Home Page

<https://afsac.wpafb.af.mil>

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Online

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Partnerships

Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

AFSAC Online Links

- Home
- What's New
- System Requirements
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- Feedback
- Tech Support
- Apply for AFSAC Online and/or SAMIS Account**
- Change Password
- Security Cooperation Information Portal (SCIP) Web Site
- Password Required**
- Apply for SCIP Portal Account
- Application Links**
- Tutorials
- Applications Suite
- Supply Application
- Letter of Request (LOR)
- Logistics Applications



AFSAC Online

The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.

--DSL or high-speed internet connection recommended

--Click here to apply for AFSAC Online account

- AFSAC Online not intended for use by personnel who do not have a valid AFSAC Online account. Provide your AFSAC Online account information to the AFSAC Online administrator.
- Business Applications

(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.



AFSAC Online

Feedback/Technical Assistance

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Logistics Applications



AFSAC Online

Use the "Feedback" link to document questions/comments about AFSAC Online tools.

For "Technical Assistance" (connectivity issues) with the **AFSAC Online tools contact AFSAC Technical Support.**

- AFSAC's goal not intended to have developed provide easy,

- Business app (Use the navi business app

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.

that goal. It is
wide, we



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Online Requisitioning Tool - Entering and Submitting an A01 Requisition(s) Tutorial

**Use this Tutorial, to learn “How To” use
the Online Requisitioning tool.**



AFSAC Online - Online Requisitioning Tool

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Application Links	
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Supply Application	
Letter of Request (LOR)	▶
Logistics Applications	
Financial Applications	
WWRS	
PROSII Program Information	
Tech Order Index	
PROS II Metrics	
AFSAC Metrics	▶
Supply Discrepancy Reporting(SDR)	▶
Financial Tool	
Application Usage Report	
Tutorials	▶
Other AFSAC Links	
SAMIS MIA Access	

- Business applica
(Use the navigation
business applicatio

We currently offer a

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Con

Open Document Number
Query

Online Requisitioning

FMS Repair Replace Cross
Ref List

Daily NMCS Report

Open Requisition Status

The Online Requisitioning Tool is accessed through the Logistics Applications link in AFSAC Online.

**Selectin
g**

Access our business applications directly from our navigation menu on the left side of all our pages.

- New Tutorials

A link has been added to our menu to access tutorials for our Business Applications. These tutorials are PowerPoint Presenta walk you through each of our various business applications.

- WEBLINK International Access

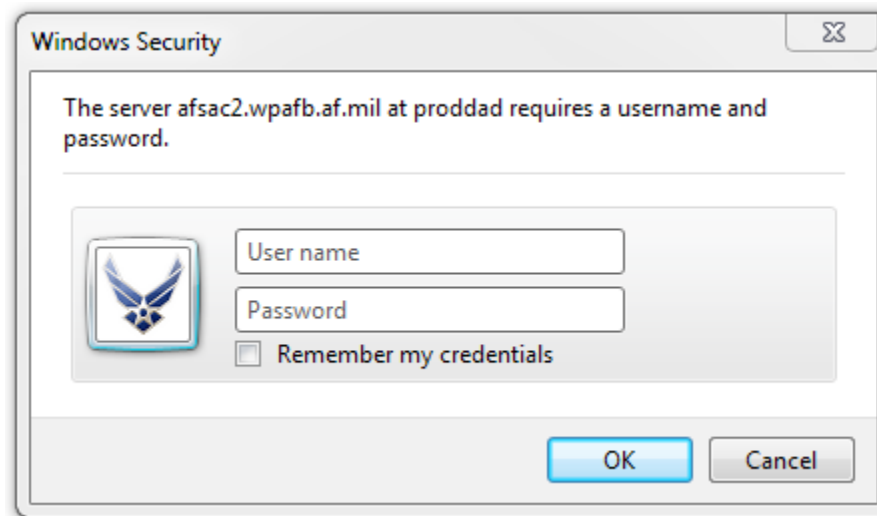
WEBLINK International is a web-based service provided by the Defense Logistics Information Service. It provides an interface



AFSAC Online Login - Online Requisitioning Tool



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- 1. Use your AFSAC Online ID and Password to access the Online Requisitioning Tool.**
- 2. Then click “OK” button.**



AFSAC Online - Online Requisitioning Tool

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Online**

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Air Force Web Requisitioning

Select single requisition input or Mass drop.

[A01 Requisition Input](#)

[Mass Requisition Input](#)

*Best viewed with Internet Explorer
6.2.1 and above*

Click on the "A01 Requisition Input" link to begin entering A01 requisitions.

NOTE: AFSAC Online will limit the user from entering only their own country's data.



A01 Requisition Input Screen



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A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields*

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text" value="6348"/> <input type="text" value="2"/> <input type="text" value="3"/>	<u>Demand</u>	<input type="text"/>
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text"/>	<u>Line *</u>	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority *</u>	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text" value="N"/>
<u>Unit Price \$</u>	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

[Add to Cart](#) [View Cart](#)

Larr

When the "A01 Requisition Input" screen appears, first fill-in each of the data fields for your requisition.



A01 Requisition Input Screen



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A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields*

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/> <input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text"/> <input type="text"/> <input type="text" value="2"/> <input type="text" value="3"/> <input type="text" value="6348"/> <input type="text"/>	<u>Demand</u>	<input type="text"/>
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text"/> <input type="text"/>	<u>Line *</u>	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority *</u>	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text" value="N"/>
<u>Unit Price \$</u>	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

Add to Cart **View Cart**

Larry Hutson has

Then, click the “Add to Cart” button, only after all your required data has been entered for your A01 requisition.



A01 Requisition Input Screen



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A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields*

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text" value="6348"/> <input type="text" value="2"/> <input type="text" value="3"/>	<u>Demand</u>	<input type="text"/>
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/> <input type="text"/>	<u>Line *</u>	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority *</u>	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text" value="N"/>
<u>Unit Price \$</u>	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

[Add to Cart](#) [View Cart](#)

Those data elements with an asterisk (*) after their name are “Mandatory Fields” and at a minimum must be entered to complete the A01 requisition input.



A01 Requisition Input Screen

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A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields*

<u>Routing ID *</u>	<input type="text" value="FNH"/>	<u>Stock Number *</u>	<input type="text"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="2"/> <input type="text" value="3"/>	<u>Demand</u>	<input type="text"/>
<u>Supp</u>	<input type="text" value="6348"/>		
<u>Pro</u>			
<u>RI</u>			
<u>Pro</u>			
<u>Un</u>			

The next few screens are going to describe the data fields.

Routing ID (RIC) - This is a 3-digit mandatory data field that represents the Source of Supply (SoS) who will fill the A01 requisition. If you enter FNH, SAMIS will change it to the correct RIC during the night batch process.



A01 Requisition Input - Routing ID



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Routing ID *

Unit of Issue *

Doc No *

Supp Address *

Project Code

RDD/NMCS

Process

Unit Price \$

FNH

EA

D

6348

D

A

D

Routing Identifier Code (Manager Submitted)

A 3 position code that identifies a specific supply and distribution source to its military service or government ownership and geographic location.
"FNH" or "FWW" can be used for automatic routing or select the appropriate RIC, as well as the applicable Routing Media Process code, for manual routing to a source of supply.

RIC	Location
FNH	SAMIS
FWW	WORLD WIDE WAREHOUSE
AKZ	US ARMY TANK-AUTOMOTIVE CMD WARREN, MI 48397-5000

NEW CUMBERLAND,

Internet

By clicking on the name of each data element, you can look at a help screen pertaining to that data field.



A01 Requisition Input - Stock Number



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https://afsac2.wpafb.af.mil/apps/proddad/web_user_40...

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Stock Number

Also referred to as the National Stock Number (NSN). A 13 or 15 position number assigned to each item of supply under the Federal Catalog System. It consists of the 4 position Federal Supply Class (FSC) and the 9 position National Item Identification Number (NIIN). The Stock Numbers managed by the USAF can also include a 2 position Material Management Code (MMC).

Done Internet

Requisition Input

Requisition Date - 14Dec2006

Mandatory Fields*

Stock Number *	<input type="text"/>
Quantity *	<input type="text" value="00001"/>
Demand	<input type="text"/>
Line *	<input type="text"/>
Priority *	<input type="text" value="06"/>
Advice	<input type="text"/>
Spooled	<input type="text"/>
ByPass	<input type="text"/>

Stock number is made up of 3 parts; FSC, NIIN, and MMC. Not all Stock numbers will have a MMC, but should have a FSC and NIIN.

Larry Hutson has 0 requisitions in the system



A01 Requisition Input - Unit of Issue



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Routing ID * FNH

Unit of Issue * EA

Doc No * 6348

Supp Address * D A

Project Code

RDD/NMCS

Process D

Unit Price \$

UNIT of ISSUE

A 2 position code identifying the type of unit under which the material is issued. The code must be applicable, according to the Federal Cataloging System, to the NSN entered in the Stock Number field.

AM	Ampoule
AT	Assortment
AY	Assembly
BA	Ball
BD	Bundle
BE	Bale

Mandatory Fields*

Larry Hutson has 0 requisitions in the

Unit of Issue is a 2 digit code which indicates the measure of each unit. The most common unit is EA for each.

IMPORTANT: Make sure you know the unit of issue, so you receive the correct quantity desired.



A01 Requisition Input - Quantity



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A01 Requisition Input

https://afsac2.wpafb.af.mil/apps/proddad/... Date - 14Dec2006 Mandatory Fields*

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Quantity

A 5 position numeric indicating the specific number of units required of the NSN entered in the Stock Number field.

Stock Number *

Quantity * 00001

Demand

Line *

Priority * 06

Ad

Sp

By

Process D

Unit Price \$

Add to Cart View

Quantity of items received will depend on the "Unit of Issue" and by the "Quantity". Maximum quantity is 99,999.

Larry Hutson has 0 requisitions in



A01 Requisition Input - Document Number



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A01 Requisition

Transaction

<u>Routing ID</u> *	<input type="text" value="FNH"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text" value="6"/> <input type="text" value="3"/> <input type="text" value="4"/> <input type="text" value="8"/>
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>

The first position of the Document number is always a "D" for Air Force and cannot be changed.

The date field is also filled in for you. In this example, 6348 means Julian day 348 in 2006.

https://afsac2.wpafb.af.mil/apps/proddad/web_user_40.i...

File Edit View Favorites Tools Help

Document Number

A unique 14 position identification number assigned to a requisition. All subsequent correspondence and update transactions pertaining to the requisition will contain this number. The document number is composed of:

Position	What it is
1	US Military Service Code, always "D" for USAF managed requisitions.
2-3	Country Code, identifies the country initiating the requisition.
4	Mark For Code, designates the in-country address for shipment of material.
5	Delivery Term Code (DTC), designates the point in the transportation cycle where responsibility for

Done Internet

itions in the Shopping Cart



A01 Requisition Input - Demand Code



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A01 Requisition Input

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DEMAND CODE

Indicates to the source of supply if the order is...

N	Non-Recurring
R	Recurring

in terms of occurrences and quantities. Can also be (blank).

Date - 14Dec2006

Mandatory Fields*

Stock Number *

Quantity *

00001

Demand



Line *

Priority

Advice

Spooled

ByPass

[View Cart](#)

ions in the

If this item will be requisitioned again in the future, select an "R" for a recurring demand.

The "Demand" is many times left blank.

The pull-down arrow allows you to select the valid entries.



A01 Requisition Input - Supplementary Address



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A01 Requisition Input

Transaction Date

Routing ID *	FNH
Unit of Issue *	EA
Doc No *	D 6348
Supp Address *	D A
Project Code	
RDD/NMCS	
Process	D

The “**Supp Address**” is used to provide an alternate address for shipping.

https://afsac2.wpafb.af.mil/apps/proddad/web_user_40... File Edit View Favorites Tools Help

Supp Address

6 position composite code

FMS Country Service Code (position 1)

D	Air Force
B	Army
P	Navy
T	Other Agency

Offer Release Code (position 2)

Advice shippers of actions required when material is ready for release.

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Larry Hutson has 0 requisitions in the Shopping Cart



A01 Requisition Input - Line Number



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A01 Requisition Input

Transaction Date - 14Dec2006

Mandatory Fields*

Routing

https://afsac2.wpafb.af.mil/apps/proddad/web_...

File Edit View Favorites Tools He >>

Line Number

last 2 characters of the 3 position line(s) of the FMS case to which the cost of the material ordered on the requisition is charged.

Done

Unit Price \$

Add to Cart View

Stock Number *	<input type="text"/>
Quantity *	00001
Demand	<input type="text"/>
Line *	<input type="text"/>
Priority *	06
Advice	<input type="text"/>

The last 2-digits of the line on the LOA that the requisition will be ordered against.

Larry Hutson has 0 requisitions in the Shopping Cart



A01 Requisition Input - Project Code



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A01 Requisition Input

Mandatory Fields*

<u>Routing ID</u> *	<input type="text" value="FNH"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text" value="6348"/>
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>
<u>Unit Price</u> \$	<input type="text"/>

https://afsac2.wpafb.af.mil/apps/proddad/we... File Edit View Favorites Tools

Project Code

3 position code assigned by the USG to uniquely identify a specific program or project. Normally only assigned to System Sale cases.

Done

The **project code** indicates a specific project being supported.

If no project is assigned, leave blank.

Larry Hutson has 0 req



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A01 Requisition Input

Mandatory Fields*

Priority is assigned by the International Partner and the USG.

Larry Hutson has 0 requisitions in the Shopping



A01 Requisition Input - RDD/NMCS



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A01 Requisition Input

Mandatory Fields*

<u>Routing ID</u> *	<input type="text" value="FNH"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text" value="6348"/>
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>
<u>Unit Price</u> \$	<input type="text"/>

https://afsac2.wpafb.af.mil/apps/proddad/web_user_40...

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RDD/NMCS

RDDs are used to indicate the maximum time before the material must be available for shipment or that delivery of the material is required in a shorter timeframe than dictated by the priority designator. The valid RDD codes are A01 thru A99

NMCS Codes are used in place of the RDD to indicate a system or equipment that can't perform its mission and can't be made operational until the requisitioned item is available. The valid NMCS codes are NAA, NAC, NAD, NAE, NAF, NAG, NAH, NAJ, NAM, NAO, NAZ and 777.

Done Internet

Larry Hut

NAA code is most commonly used to indicate Not Mission Capable Supply (NMCS) or Aircraft On Ground (AOG).



A01 Requisition Input - Advice Code



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A01 Requisition Input

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Mandatory Fields*

Advice Code

2 position code for transmitting instructions to the source of supply considered by the creator of the requisition to be essential to the desired supply action.

Stock Number *	<input type="text"/>
Quantity *	<input type="text" value="00001"/>
Demand	<input type="text"/>
Line *	<input type="text"/>
Priority *	<input type="text" value="06"/>
Advice	<input type="text"/>
Spoiled	<input type="text" value="N"/>
ByPass Code	<input type="text"/>

Add to Cart View

Use the pull-down arrow to select the valid Advice Code.

Larry Hutson has 0 requisitions in the Shopping Cart



A01 Requisition Input - Process



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A01 Requisition Input

Mandatory Fields*

<u>Routing ID *</u>	<input type="text" value="FNH"/>
<u>Unit of Issue *</u>	<input type="text" value="EA"/>
<u>Doc No *</u>	<input type="text" value="D"/> <input type="text" value="6348"/>
<u>Supp Address *</u>	<input type="text" value="D"/> <input type="text" value="A"/>
<u>Project Code</u>	<input type="text"/>
<u>RDD/NMCS</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>
<u>Unit Price \$</u>	<input type="text"/>

Routing Media Process Code

1 position code that provides managers flexibility in specifying the type of routing, initial reporting and forwarding action that is desired on a requisition.

A	Routing ID assigned by SAMIS. Referral order is forwarded. Referral order listing is provided.
B	Routing ID assigned by SAMIS. Referral or passing order is forwarded. No status is forwarded. No referral order listing is provided.
C	Routing ID assigned by AFSAC. No referral or passing order is forwarded. No status is forwarded. No referral

Use the pull-down arrow to select the valid Process code. Quite often this is left blank.

hopping Cart



A01 Requisition Input - Spooled

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A01 Requisition Input

https://afsac2.wpafb.af.mil/apps/prodda...
File Edit View Favorites Tools
Date - 14Dec2006 Mandatory Fields*

Spooled An indicator, used on requisitions for munitions or CAD/PAD items, to hold or release the order to the source of supply. If spooled the requisition is not released until the next semi-annual buy. If spooling isn't selected the requisition is released immediately to the source of supply.	Stock Number *	
	Quantity *	00001
	Demand	
	Line *	
	Priority	
	Advice	
	Spooled	N
	ByPass Code	

Use the pull-down arrow to select the valid Spooled code.

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Larry Hutson has 0 requisitions in the Shopping Cart



A01 Requisition Input - Unit Price \$



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A01 Requisition Input

Mandatory Fields*

Transaction Date - 14Dec2006

<u>Routing ID</u> *	FNH
<u>Unit of Issue</u> *	EA
<u>Doc No</u> *	D 6348
<u>Supp Address</u> *	D A
<u>Project Code</u>	
<u>RDD/NMCS</u>	
<u>Process</u>	D
<u>Unit Price \$</u>	

Unit Price

Used by managers to override the SAMIS catalog price of the item being requisitioned. If blank the catalog price or default price is used to calculate the extend price of the requisition. Must be entered as dollars and cents without a decimal point

Can be left blank.

Larry Hutson has 0 requisitions in the Shopping Cart



A01 Requisition Input - Bypass Code

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A01 Requisition Input

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Bypass Code

One (1) position code used by managers to bypass selected standard and/or unique edits.

Type Case	Bypass Code	Error Code	Description
ALL	A	H099	(1)Document date must be equal to or less than today's date, but not over two years old. Not available for A02 requisitions.
		H037	(2)Condition code on case/line item is invalid. The line does not

Done Internet

Date - 14Dec2006

Mandatory Fields*

Stock Number *

Quantity *

00001

Demand

Line *

Priority

Advice

Spooled

N

ByPass Code

Use the pull-down arrow to select the valid By-Pass Code.

View Cart

Larry Hutson has 0 requisitions in the Shopping Cart



A01 Requisition Input - Add to Cart

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A01 Req

At a minimum, the data fields with asterisks have to be filled in.

Transaction Date - 14Dec2000

Mandatory Fields*

<u>Routing ID</u> *	<input type="text" value="FNH"/>	<u>Stock Number</u> *	<input type="text"/> <input type="text"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>	<u>Quantity</u> *	<input type="text" value="00001"/>
<u>Doc No</u> *	<input type="text" value="D"/> 6348	<u>Demand</u>	<input type="text"/>
<u>Supp Address</u> *	<input type="text" value="D"/> A	<u>Line</u> *	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority</u> *	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spooled</u>	<input type="text" value="N"/>
<u>Unit Price</u> \$	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

[Add to Cart](#) [View Cart](#)

Larry Hutson has 0 requisitions in the Shopping Cart

After the data fields are filled-in, click on the "Add to Cart" button.



A01 Requisition Input - Add to Cart Confirmation

AFSAC

A01 Requisition was added to SHOPPING CART.

Access the SHOPPING CART to submit your requisitions.

Please press the "Back" on your browser or one of the links below.

[A01 Input](#)

[Shopping Cart](#)

[Home](#)

**This screen confirms your
requisition was added to the
Shopping Cart.**

You ordered 1 @ \$15,526.33 each
For a TOTAL PRICE of \$15,526.33

The MMC you entered () was updated to the current MMC in the SAMIS catalog ()

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A01 Requisition Input

Transaction Date - 18 Dec 2006

Mandatory Fields*

<u>Routing ID *</u>	<input type="text" value="FWW"/>	<u>Stock Number *</u>	<input type="text" value="5895"/>	<input type="text" value="012668711"/>
<u>Unit of Issue *</u>	<input type="text" value="FA"/>	<u>Quantity *</u>	<input type="text" value="00001"/>	



A01 Requisition Input - Count in Cart



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A01 Requisition Input

Transaction Date - 18Dec2006

Mandatory Fields*

<u>Routing ID</u> *	<input type="text" value="FNH"/>	<u>Stock Number</u> *	<input type="text"/>
<u>Unit of Issue</u> *	<input type="text" value="EA"/>		
<u>Doc No</u> *	<input type="text" value="D"/> <input type="text" value="6352"/> <input type="text" value="2"/>		
<u>Supp Address</u> *	<input type="text" value="D"/> <input type="text" value="A"/>	<u>Line</u> *	<input type="text"/>
<u>Project Code</u>	<input type="text"/>	<u>Priority</u> *	<input type="text" value="06"/>
<u>RDD/NMCS</u>	<input type="text"/>	<u>Advice</u>	<input type="text"/>
<u>Process</u>	<input type="text" value="D"/>	<u>Spoiled</u>	<input type="text"/>
<u>Unit Price</u> \$	<input type="text"/>	<u>ByPass Code</u>	<input type="text"/>

You can enter many A01 requisitions in to the Shopping Cart and then go and Submit All of them at once.

Indicates how many requisitions are in Shopping Cart.

[Add to Cart](#) [View Cart](#)

Larry Hutson has **1** requisitions in the Shopping Cart



A01 Requisition Input - Shopping Cart List Submission

AFSA

Delete	Submit	REC	DIC	INC	M&S Code	NSN	UI
Delete	Submit	1	A01	FNH	U	534000893631AQ	EA
Delete	Submit	2	A01	FNH	U	615001364736AB	EA

You can submit your requisitions one at a time, by clicking on **"Submit"**.

OR

You can submit all your requisitions at once by clicking on either **"Submit All"** button.

TRAN DAY	BY CO
352	
352	

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NOTE: After you submit a requisition, it will go into the queue in SAMIS for night batch processing. Further editing of the requisition can only be accomplished in SAMIS.

Country Code has been erased from example.



A01 Requisition Input - Shopping Cart List Deletion

AFSA

A01 Input		Submit All																		
Delete?	Submit?	REC	DIC	RIC	M&S Code	NSN	UI	QUAN	DOC NUMBER	DEM CODE	SUPP ADDR	SIG CODE	DIST CODE	LINE ITEM	PROJ CODE	PRI	RDD/NMCS	ADV	TRAN DAY	BY CO
Delete	Submit	1	A01	FNH	U	5340008931631AQ	EA	00001	D 05V63527600		DA4KEQ	L	N	01		03	NAA		352	
Delete	Submit	2	A01	FNH	U	6150012564736AB	EA	00001	D 05V63527601		DA4KEQ	L	N	01		03	NAA		352	

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If you no longer wish to submit a requisition, you can delete it by clicking on "Delete"

Country Code has been erased from example.



A01 Requisition Input - Delete Requisition



AFSA

Do you wish to delete Document Number D 05V63527600 from SHOPPING CART?

**You will be asked to confirm
your request for deletion.**



AFSA

Online Requisitioning Tool - Entering and Submitting Mass Requisition(s) Tutorial

**Use this Tutorial, to learn “How To” use
the Online Requisitioning tool for
uploading mass requisitions.**



AFSAC Online - Online Requisitioning Tool

AFSA

Apply for SCIP Portal Account	▶
Application Links	
Applications Suite	
Supply Application	
Letter of Request (LOR)	▶
Logistics Applications	
Financial Applications	
WWRS	
PROSII Program Information	
Tech Order Index	
PROS II Metrics	
AFSAC Metrics	▶
Supply Discrepancy Reporting(SDR)	▶
Financial Tool	
Application Usage Report	
Tutorials	▶
Other AFSAC Links	
SAMIS MIA Access	

- Business applications (Use the navigation business applications)

We currently offer a

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Con

Open Document Number Query

Online Requisitioning

FMS Repair Replace Cross Ref List

Daily NMCS Report

Open Requisition Status

The Online Requisitioning Tool is accessed through the Logistics Applications link in AFSAC Online.

**Selectin
g**

Access our business applications directly from our navigation menu on the left side of all our pages.

- New Tutorials

A link has been added to our menu to access tutorials for our Business Applications. These tutorials are PowerPoint Presentations that walk you through each of our various business applications.

- WEBLINK International Access

WEBLINK International is a web-based service provided by the Defense Logistics Information Service. It provides an easy way to



AFSAC Online - Online Requisitioning Tool

**AFSAC
Online**

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

[Supporting
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Partnerships](#)

AFSAC Online Links

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System Requirements
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Tech Support
Apply for AFSAC Online and/or SAMIS Account
Change Password
Forgot Password
Security Cooperation Information Portal (SCIP) Web Site
Password Required
Apply for SCIP Portal Account
Application Links
Applications Suite
Supply Application
Letter of Request (LOR)

Air Force Web Requisitioning

Select single requisition input or Mass drop.

[A01 Requisition Input](#)

[Mass Requisition Input](#)

*Best viewed with Internet Explorer 5.5 and later
6.2.1 and later*

Click on the "Mass Requisition Input" link to begin entering A01 requisitions.

Note: Only A01 requisitions can be entered using the Online Requisitioning Tool.



Mass Requisition Input

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Air Force Security Assistance Center
Wright Patterson AFB, Ohio 45433

A01 Requisition Mass Upload

File name: Browse...

Upload File Clear File Name

This process allows the user to upload a group of requisitions to SAMIS via AFSAC Online. These requisitions will NOT go to your shopping cart but will be transmitted directly to SAMIS. The only edits performed on the upload are to make sure the requisition is an A01 and the user has authority to submit for a particular country. Within a few minutes you should receive an e-mail showing the rejected records and the number or records that were accepted. You can then correct the rejected requisitions and resubmit. SAMIS edits will be performed during overnight processing and you can check the status the next day by using the Open Document Number Query or the Requisition History interrogation (Part of the Application Suite).

1. Ensure your requisitions are in the proper 80 column MILSTRIP format and saved as a text file. Click here for sample requisition file.

2. Upload the file by clicking on the "Browse" button.

1. Enter the file name of the mass upload file or search for the file by clicking on the "Browse" button.

2. Click the "Upload File" button.

Note: Make sure your requisitions are in the proper 80 column MILSTRIP format and saved as a text file or an Excel ".prn" (space delimited format) file.



Mass Requisition Input

AFSA

This process allows the user to upload a requisition file directly to the AFSAC system. Within 24 hours, the user will receive a response indicating whether the requisition was accepted or rejected. If rejected, the user can then correct the rejected requisition by using the Open Document button.

1. Ensure your requisition file is in the correct format for sample requisition form.

2. Upload the file by clicking the Upload button.

A01 Requisition Format - Internet Explorer provided by USAF

https://afsac.wpafb.af.mil/a01_format.html

Print Window Close Window

A01 Requisition Format		
1-3		Document Identifier (Doc ID)
4-6		Routing Identifier (RID)
7		Media and Status Code
8-22		Item Identification
	8-11	Federal Supply Class (FSC)
	12-13	National Codification Bureau Code (NCB)
	14-20	National Item Identification Number (NIIN)
	21-22	Materiel Management Aggregation Code (MMAC)
23-24		Unit of Issue (U/I)
25-29		Quantity (Qty)
30-43		Document Number
	30	Service Code
	31-32	Geopolitical (Country) Code
	33	Mark For Code
45-47		Supplemental Address

between 0001-

A01 Requisition Format for mass upload file example page 1.



Mass Requisition Input

[AFSAC Online Home](#) | [Business Applications](#) | [Feedback](#)

Air Force Security Assistance Center

Wing 11B, HAFB, AFSC, AFSC-15100

A01 Requisition Format - Internet Explorer provided by USAF

https://afsac.wpafb.af.mil/a01_format.html

31-32	Geopolitical (Country) Code
33	Mark For Code
34	Delivery Term Code
35	Type Assistance (TA) Code
36-39	Document Date
40-43	Serial Number (4 numerics between 0001-4999) Do not duplicate
44	Demand Code
45-47	Supplemental Address
45	In-Country Service Code
46	Option/Offer Release Code
47	Freight Forwarder (FF) Code
48-50	Case Designator
51	Signal Code
52-53	Fund Code
54	Distribution (Leave Blank)
55-56	Line Item Number Code
57-59	Project Code
60-61	Priority
62-64	Required Delivery Date (RDD)
65-66	Unit Price (Leave Blank)

Trusted sites | Protected Mode: Off

This process allows the user to transmit requisitions directly to SAF. Within 10 business days, the user will receive a response. If the requisition is rejected, the user must then correct the rejected requisition and retransmit it by using the Open Document button.

1. Ensure your requisition is in the correct format for sample requisition form.

2. Upload the file by clicking the Upload button.

A01 Requisition Format for mass upload file example page 2.

AFSA



Practice



AFSA

Now it is your turn:

- If you have some requisitions that need to be entered into the system, then use your own AFSAC Online user ID and password, and enter your requisitions using the A01 Requisition Input tool.